

**CITY OF LYNCHBURG, VA - FLEET SERVICES DEPARTMENT**  
**SPRING 2016 SEALED BID AUCTION ON SURPLUS CITY VEHICLES AND EQUIPMENT**  
**1650 MEMORIAL AVENUE, LYNCHBURG, VA 24501-1704**  
**Terms and Conditions**

(This form constitutes the terms and conditions of this sealed bid auction. Please read entire form and sign this document as agreement to the terms and conditions and to submit a bid. You must complete this form in order to submit a bid.)

1. Equipment is being sold as surplus equipment in its present, as-is condition. The City of Lynchburg makes no warranties whatsoever, either express or implied, concerning the condition of the equipment and/or its fitness for buyer's intended use, nor does the City of Lynchburg warrant that any item sold will pass a City, State, or Federal inspection. Equipment may have unknown mechanical defects that are subject to prospective bidder's review during a physical inspection. Defects shown on Page 2 of this form are known defects at time of auction only.
2. Prospective bidders are responsible for ascertaining the value of equipment prior to offering a bid. Equipment can be inspected on dates and times as stated below. Equipment is located on the lot of Fleet Services at 1650 Memorial Avenue. **QUESTIONS REGARDING MECHANICAL AND OPERATIONAL ASPECTS OF VEHICLES/EQUIPMENT:** Contact Greg Waddell, Shop Supervisor, at (434) 455-4425.
3. **Bidders must be 18 years of age or older.**
4. Sealed bids will be received in this office during Vehicle Inspection times as noted below, **but NO LATER than, 12PM (noon) on Thursday, May 19, 2016.** Faxed bids are not accepted. The City reserves the right to sell equipment to the highest overall bidder and to accept or reject all bids received; some or all equipment is subject to an undisclosed reserve (minimum) bid price. Bidders who bid on multiple vehicles shall be declared the successful bidder for each vehicle in which they are the high bidder and will be expected to complete the sale for each vehicle for which they are the high bidder.
5. The successful bidder is responsible for all removal arrangements including moving, loading, packing, securing, and transporting all equipment from the site. The City does not have a loading dock or tools and equipment to accommodate loading or securing a load. Equipment must be removed by noon on **Friday, June 3, 2016**; otherwise, storage charges will be assessed at the rate of \$15 for each day the equipment remains on the lot.
6. Equipment sold must be paid for by certified check, cashier's check, money order, dealer's check (made payable to City of Lynchburg), or cash. **Personal checks will not be accepted.** Payment shall be submitted to Fleet Services at 1650 Memorial Avenue, Lynchburg, VA 24501, Attn: Robin Meritt - **No Later than noon on Wednesday, June 1, 2016.** Payments in person may be submitted during the hours as stated below. **QUESTIONS ABOUT PAYMENT:** Contact Robin Meritt at (434) 455-4426.
7. Equipment may not be returned nor will the buyer be reimbursed any funds for any reason.

8. **Deadlines (All times EST):**

Vehicle Inspection: 9am – 3pm Tuesday & Wednesday, May 17 & 18, 2016 and 9am – 12pm (noon) Thursday, May 19, 2016

**Sealed bids due: By 12pm (noon) on Thursday, May 19, 2016**

Winners notified: Beginning Monday, May 23, 2016 and through the week of May 23, 2016

Payments taken: Tuesday, May 24 & Wednesday, May 25, 2016 from 9am to noon and from 2pm to 4pm;  
Thursday, May 26, 2016 from 2pm to 4pm; Friday, May 27 & Tuesday, May 31, 2016 from 9am to noon

Vehicle removal: By noon on Friday, June 3, 2016 (if not, storage charges of \$15 per day will be assessed)

\_\_\_\_\_  
(Authorized Bidder's Signature)

\_\_\_\_\_  
(Bidder's Printed Name)

\$ \_\_\_\_\_  
(Total Bid Amount)

Bidder address: \_\_\_\_\_

Email (provide if you want to be added to our Auction Email Notification List): \_\_\_\_\_

Primary phone number: \_\_\_\_\_ Secondary phone number: \_\_\_\_\_